

**Township of Southgate
Administration Office**

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Staff Report FIN2022-009

Title of Report: FIN2022-009 Development Charge Study RFP

Department: Finance

Council Date: March 2, 2022

Recommendation:

Be it resolved that Council receive Staff Report FIN2022-009 Development Charge Study as information; and

That Council awards the Development Charge Study tender to Watson & Associates Economists Ltd. for \$29,840 plus HST.

Background:

On November 15, 2017, By-law 2017-138, being a By-law with respect to Development Charges was passed. By-law 2017-138 expires at 12:01 AM on November 16, 2022 unless it is repealed by Council at an earlier date. The categories of services for which development charges are imposed under this By-law are as follows:

- a) Services related to a Highway;
- b) Fire Protection Services;
- c) Parks and Recreation Services;
- d) Library Services;
- e) Administration Services;
- f) Waste Diversion Services;
- g) Storm Drainage and Control Services;
- h) Wastewater Services; and
- i) Water Services.

On January 19, 2022, Council received FIN2022-005 approved the release of a Development Charge Study Request for Proposal (RFP).

Staff Comments:

The Development Charge Study RFP was released, posted on the website, published in the local papers and the Owen Sound Sun Times, and emailed directly to Hemson Consulting Ltd and Watson & Associates Economists Ltd.

On February 17, 2022, a virtual tender opening was conducted at 2pm attended by Treasurer William Gott, CAO Dave Milliner, and Asset Coordinator & Financial Analyst Aakash Desai. The only submission came from Watson & Associates Economists Ltd. Hemson Consulting Ltd. sent notice that given the required scope and timetable they must decline to provide a bid due to existing project commitments.

Staff recommends awarding the tender to Watson & Associates Economists Ltd. for \$29,840 plus HST.

Financial Implications:

The 2022 Budget anticipates the completion of a DC Study at a cost of \$60,000, funded through DC Reserves of \$54,000 and taxation of \$6,000. The project was deferred from 2021.

The proposal cost of \$30,365.18 (\$29,840 plus non-recoverable HST) would be funded through DC Reserves of \$27,328.67 and taxation of \$3,036.51.

Communications & Community Action Plan Impact:

This report has been written and presented to Council in accordance with the Southgate Community Action Plan:

Mission Statement Pillars

- Trusted Government
- Economic Prosperity.

Themes:

- Municipal Services
- Public Communications

Core Values:

- Integrity
- Stewardship

Concluding Comments:

By-law 2017-138, being a By-law with respect to Development Charges expires at 12:01 AM on November 16, 2022 unless it is repealed by Council at an earlier date. Staff recommends awarding the Development Charge Study RFP to Watson & Associates Economists Ltd. for \$29,840 plus HST.

Respectfully Submitted,

Dept. Head: **Original Signed By**
William Gott, CPA, CA, Treasurer

CAO Approval: **Original Signed By**
Dave Milliner, CAO

Attachment:

None